

## INFORMATION TECHNOLOGY (IT) SYSTEMS PERSONNEL SECURITY PROGRAM REQUIREMENTS

The U.S. Government conducts trustworthiness investigations of personnel who require access to only unclassified information and who perform IT duties. Requirements for these investigations are outlined in paragraphs 3-614, 3-710 and Appendix K of DoD 5200.2-R, available at <http://www.ntis.gov>. (Search site: PB2002-107366). Personnel occupying an IT Position shall be designated as filling one of the IT Position Categories below. The contractor shall include all of these requirements in any subcontracts involving IT support.

DoD 5200.28 (Security Requirements for Automated Information Systems (AIS)), paragraph 4.10 which states "Access by foreign nationals to a US government-owned or US Government-managed AIS may be authorized only by the DOD Component Head, and shall be consistent with the DOD, Department of State, and the Director of Central Intelligence policies." The DoD Component Head for the Department of the Navy is the Secretary of the Navy (SECNAV). SECNAV approval is required for all IT access by non-U.S. citizens.

The Contracting Officer's Representative (COR) or Technical Representative (TR) shall determine if they or the contractor shall assign the IT Position category to contractor personnel and inform the contractor of their determination. If it is decided the contractor shall make the assignment, the COR or TR must concur with the designation.

**IT-I Position (High Risk)** – Positions in which the incumbent is responsible for the planning, direction, and implementation of a computer security program; has a major responsibility for direction, planning, and design of a computer system, including the hardware and software; or can access a system during the operation or maintenance in such a way, and with relatively high risk for causing grave damage or realizing significant personal gain. Personnel whose duties meet the criteria for IT-I Position designation require a favorably adjudicated Single Scope Background Investigation (SSBI) or SSBI Periodic Reinvestigation (SSBI-PR). The SSBI or SSBI-PR shall be updated every 5 years.

**IT-II Position (Moderate Risk)** - Positions in which the incumbent is responsible for the direction, planning, design, operation or maintenance of a computer system, and whose work is technically reviewed by a higher authority at the IT-II Position level to insure the integrity of the system. Personnel whose duties meet the criteria for an IT-II Position require a favorably adjudicated National Agency Check (NAC).

**IT-III Position (Low Risk)** - All other positions involving IT activities. Incumbent in this position has non-privileged access to one or more DoD information systems/application or database to which they are authorized access. Personnel whose duties meet the criteria for an IT-III Position designation require a favorably adjudicated NAC.

If an employee has a personnel security investigation at the appropriate level without a break in service for more than 24 months, with favorable adjudication, and in the case of IT- I Position is less than 5 years old, you do **not** need to submit an additional investigation for the trustworthiness determination. If required, the contractor will ensure personnel designated IT-I, II, or III complete the Standard Form (SF) 85P. The company shall review the SF 85P for completeness and use [Appendix G, SECNAVINST 5510.30A](#) to determine if any adverse information is present. The reviewer shall submit the SF85P to SPAWARSYSCEN San Diego, Code 20351, 53560 Hull Street, San Diego, CA 92152-5001. **Only hard copy SF85Ps are acceptable.** An employee may not begin work on IT until the company receives written notification from Code 20351. For additional assistance please send email to [SF85P@spawar.navy.mil](mailto:SF85P@spawar.navy.mil).

Specific guidelines for obtaining software of the SF85P are available at <http://www.dss.mil>. If you are unfamiliar with the SF85P, you may send email to [SF85P@spawar.navy.mil](mailto:SF85P@spawar.navy.mil).

Investigation results shall be returned to SPAWARSYSCEN San Diego, Code 20351, 53560 Hull Street, San Diego, CA 92152-5001 for a trustworthiness determination. SPAWARSYSCEN San Diego will notify the contractor of its decision. The contractor will promptly replace any individual for whom SPAWARSYSCEN San Diego has communicated a negative trustworthiness determination.

The contractor will include the IT Position Category for each person so designated on Visit Authorization Letters (VAL) once the COR or TR has approved the Category and written notification from Code 20351 has been received. VALs will be sent to the following address: Commanding Officer, SPAWARSYSCEN San Diego, ATTN: Code 20352, 49275 Electron Drive, San Diego, CA 92152-5435.